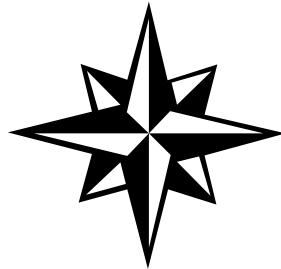


# National Conservation Training Center

## *CATERING MENU*



**Revised November 2002**

***National Conservation Training Center***  
***Catering Services Guide***  
*11/2002*

**INTRODUCTION**

The food service provider here at the NCTC is ARAMARK Corporation, one of the nations leading service management companies.

The dining service staff is managed on a daily basis by an experienced ARAMARK Manager who works closely with the NCTC staff to ensure quality service and customer satisfaction. Available services are listed within this guide. For more information or if you have questions regarding special events or menu ideas you may contact the Food & Beverage Director at (304) 876-7400.

To book and schedule special events or to request any special service you will need to contact the Registrar (304) 876-7220. Catering Event Forms are available from the Registrar, copies are in the SOP's, on the FWS Shared drive and on the NCTC web site at <http://training.fws.gov>, guests requesting events will need to complete a Catering Event Form and turn it into the Registrar by faxing it to (304) 876-7260 or e-mailing to [NCTC\\_Registrar@fws.gov](mailto:NCTC_Registrar@fws.gov)

**GENERAL INFORMATION**

Groups may prearrange for special dining events at the time they book their course or event. These events may be logged and follow up will occur several weeks before your scheduled arrival. Final details and confirmation of guest counts must occur 24 hours prior to scheduled event.

All outside groups and staff must request services through the Registrar. This allows us to coordinate all events through one area and communicate more effectively. Cake orders, coffee services and any special food requests or meeting needs must also go through the Registrar first. Payment terms must be designated at this time.

We require at least 24 hours notice on any special beverage request, at least 4 to 5 working days for receptions and 7 days notice for dinner parties.

*\* SPECIAL NOTE \**

*All services outside of Commons Bldg. are subject to set up fees and additional charges maybe incurred for groups of less than twenty-five. Please discuss this with the Registrar when booking event.*

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## **BREAKFAST SELECTIONS**

Standard Coffee Service \_\_\_\_\_ \$ 3.00 per person

*Includes Regular Coffee, Decaf, Tea and Bottled Juice*

Gourmet Coffee Service \_\_\_\_\_ \$ 5.00 per person

*Includes French Roast, plus Gourmet Flavor of the Day, Decaf, Tea and Juice*

Continental Breakfast \_\_\_\_\_ \$ 8.00 per person

*Coffee, Tea, Juice and Choice of Muffins, Bagels, Donuts and Danish.*

AM Healthy Choices \_\_\_\_\_ \$ 8.00 per person

*Fresh Cut Fruit Bowl, Granola, Bagels with Light Cream Cheese, Bran & Oat Muffins*

Breakfast Buffet in Dining Room \_\_\_\_\_ \$ 10.00 per person

*With Eggs, Choice of Breakfast Meat, Hash Browns, Pastry and Beverages*

Omelet Bar \_\_\_\_\_ \$ 12.00 per person

*Omelets Made to Order, Breakfast Meat, Potatoes, Pastry and Beverages*

*There is a \$10.00 delivery and set up charge for beverage services outside of the Commons Building and a \$25.00 set up charge for food deliveries.*

*Also there is a minimum requirement of 25 guest for buffet set ups.*

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## **APPETIZERS & HORS D'OEUVRES**

### **\$6.00 Per Person - Choice of Three**

<i>Vegetable Tray</i>	<i>Mini Quiche</i>	<i>Jalapeno Poppers</i>	<i>Stuffed Olives</i>
<i>Fruit Tray</i>	<i>Sausage Bites</i>	<i>Franks 'n Blanket</i>	<i>Chicago Style Mini Pizza</i>
<i>Cheese Tray</i>	<i>Chicken Wings</i>	<i>Mozzarella Sticks</i>	<i>Breaded Vegetable Sticks</i>
<i>Assorted Egg Rolls</i>	<i>Mini Pizza Bagels</i>	<i>Chicken Cordon Bleu</i>	<i>Potato Skins</i>

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### **\$10.00 Per Person-Choice of Three**

<i>Mini Beef Wellington</i>	<i>Sesame Chicken</i>	<i>Mini Salmon Cakes</i>	<i>Stuffed Red Potatoes</i>
<i>Brie En Croute</i>	<i>Mini Crab Cakes</i>	<i>Spanikopita</i>	<i>Honey Proscuitto Rolls</i>
<i>Beef Brochette</i>	<i>Stuffed Mushrooms</i>	<i>Shrimp Wrap</i>	<i>Scallop Bacon Wrap</i>

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## **SNACKS & LIGHT SELECTIONS**

### **\$5.00 Per Person Choice of Three**

<i>Whole Fruit</i>	<i>Soft Pretzels</i>	<i>Nachos w/ Cheese</i>	<i>Popcorn</i>
<i>Trail Mix</i>	<i>Cookies</i>	<i>Brownies</i>	<i>Yogurt Raisins</i>
<i>Granola Bars</i>	<i>Goldfish Crackers</i>	<i>Pistachio Nuts</i>	<i>Fig Newtons</i>

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### BEVERAGES & BAR SET UPS

Coffee Break\_\_\_\_\_ \$ 2.00 per person  
Soft Drinks & Water\_\_\_\_\_ \$ 2.00 per person  
Fruit Punch\_\_\_\_\_ \$ 1.00 per person

Cash Bar –In Commons Social Center\_\_\_\_\_ \$ No Charge  
Cash Bar –Located elsewhere on Campus\_\_\_\_\_ \$ 75.00 per bartender  
Open Bar –Domestic Beers and Wine\_\_\_\_\_ First Hour \$ 6.00 per person  
Plus \$ 4.00 for every additional hour

Open Bar – Imported Beers and Select Wine\_\_\_\_\_ First Hour \$10.00 per person  
Plus \$ 5.00 for every additional hour

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### DESSERTS

10” Round Cake\_\_\_\_\_ \$ 15.00  
Half Sheet Cake\_\_\_\_\_ \$ 35.00  
Full Sheet Cake\_\_\_\_\_ \$ 65.00  
Cookies or Brownies\_\_\_\_\_ \$ 2.00 per person  
Assorted Candy\_\_\_\_\_ \$ 2.00 per person  
Ice Cream Social (Sundae Bar)\_\_\_\_\_ \$ 6.00 per person  
Coffee & Dessert Bar\_\_\_\_\_ \$ 100.00  
*Includes Assorted Upscale Cakes and Coffee to Serve up to 50 Guest*

*\*Minimum 48 hours notice required for cake orders and 1 week notice is needed for Ice Cream Socials.*

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### BAGGED MEALS

Bagged meals may be ordered for students who are on the meal plan and intend to depart prior to meal service being available. The service is intended to provide an alternative for guests who use the shuttle service and will not be on campus during the scheduled mealtime. It is also allowable for guests or students who are going on field trips off-site for the day.

Students are asked to sign up to request bag meals at least 48 hours prior to departure or event. Forms are provided by Course Leaders or Event Coordinators and can be turned into the Break Attendants at the Coffee Stations or to the Front Desk.

Bagged Breakfast (Includes continental items only, and juice or water)

\$ N/C Meal Plan Participants

\$ 8.00 per person/guest

Bagged Lunches (Includes sandwich, snack, fruit and water)

\$ N/C Meal Plan Participants

\$ 8.00 per person/guest

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### GRADUATION DINNERS & BBQ'S

All Dinners include 3 entrée's one being a vegetarian selection. Also included are salad, starch, vegetable, bread, beverages and dessert. Entrée selections must be made one week prior to event and final guest counts must be guaranteed 24 hours prior to service. We will gladly assist with menu planning and make suggestions upon request.

Regular Dinner with Reserved Seats in Dining Room\_\_\_\_\_ \$20.00 per person/Guest

\$ N/C for Meal Plan

Buffet Dinner with Reserved Seats and Dividers\_\_\_\_\_ \$25.00 per person/Guest

\$ 5.00 for Meal Plan

Buffet Dinner outside of Commons Building\_\_\_\_\_ \$ 30.00 per person/Guest

\$ 10.00 for Meal Plan

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### ***BBQ's are available from May 30th through September 15<sup>th</sup> Only !***

*Campus BBQ I* Features Chicken, Ribs, Vegetarian Choice, Burgers, Dogs, Salads and Accompaniments.  
Beverages and Assorted Desserts

\$ N/C for Meal Plan Participants

\$ 20.00 per person for Guest

*Campus BBQ II* Features Steak, Fish, Vegetarian Choice, Burgers, Dog, Salads and Accompaniments.  
Beverages and Assorted Desserts

\$ N/C for Meal Plan Participants

\$ 20.00 per person for Guest

*Private BBQ* \_\_\_\_\_ \$ Negotiable

*Both Menu and Price are Negotiable*

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## *How To Order*

- Obtain Catering Order Form from Registrar
- Complete Name of Event and Group Name
- Be Sure to List Start Time and End Time
- Check Off Location of Event
- Write in the Number of Guests
- Add the Contact Name and Phone Number
- Type or Style of Service Desired
- List Any Special Request or Menu Items
- Forward to Registrar

Registrar Fax Number	(304) 876-7260
Registrar E-mail	NCTC_Registrar@fws.gov
Food & Beverage Fax	(304) 876-7215